



City of Frisco Change Order Request

ORIGINAL PO # 70915

TODAY'S DATE: October 6, 2008

COUNCIL

APPROVAL DATE: October 21, 2008

Council approval is required for all change orders that in part or in combination with other change orders, increase or decrease the PO by \$25,000 or more. Please attach Council minutes.

Vendor Oscar Renda Contracting, Inc.

522 Benson Lane

Roanoke, Texas 76262

817.491.2703

In the spaces listed below, please reference the corresponding line #, description etc. from the original PO,

Line #	Description	Quantity	Unit Cost	Total Cost
1	Change Order #2 to the Standard Form Agreement for Construction Services; Construction of West Frisco Wastewater Improvements	1	\$113,413.16	\$113,413.16
				-
				-
				-
				-
				-
				-
				-
				-

Notes:

TOTAL \$113,413.16

Supervisor's Signature

Director's Signature

Approved for Payment

City of Frisco Check Requests

1. All check requests must be completely filled out and submitted to the Finance Department. Vendor information must be complete and tax identification numbers must be provided for new vendors.

2. Account numbers, project account numbers and fund numbers must be completed.

3. Only these items or services will be paid on a check request form, all other purchases must be requested using a departmental purchase order (if less than \$500), or a City of Frisco purchase order (if more than \$500). Items to be submitted on a check request include:

Subscriptions
Membership dues
Travel/Training
Employee Reimbursements
Contract labor/temporary labor
Contractual services with a copy of the contract attached

4. All checks processed by the Finance Department will be mailed to the payee. Only checks made out to employees for reimbursements will be held to be picked up by the department. We will no longer send checks through interoffice mail. Finance will call the department when the check is ready for pickup. Please allow 3-5 working days to process a check request. Most typically, checks will be ready for pickup on Friday after the request is received.

5. Original invoices and receipts must be attached for final processing. If receipts are small or not on 8 1/2" x 11" paper, we suggest that you tape them to a plain white sheet of paper.

6. Sales tax will not be reimbursed. Sales tax exempt forms are available in Finance.

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2:00 p.m.

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